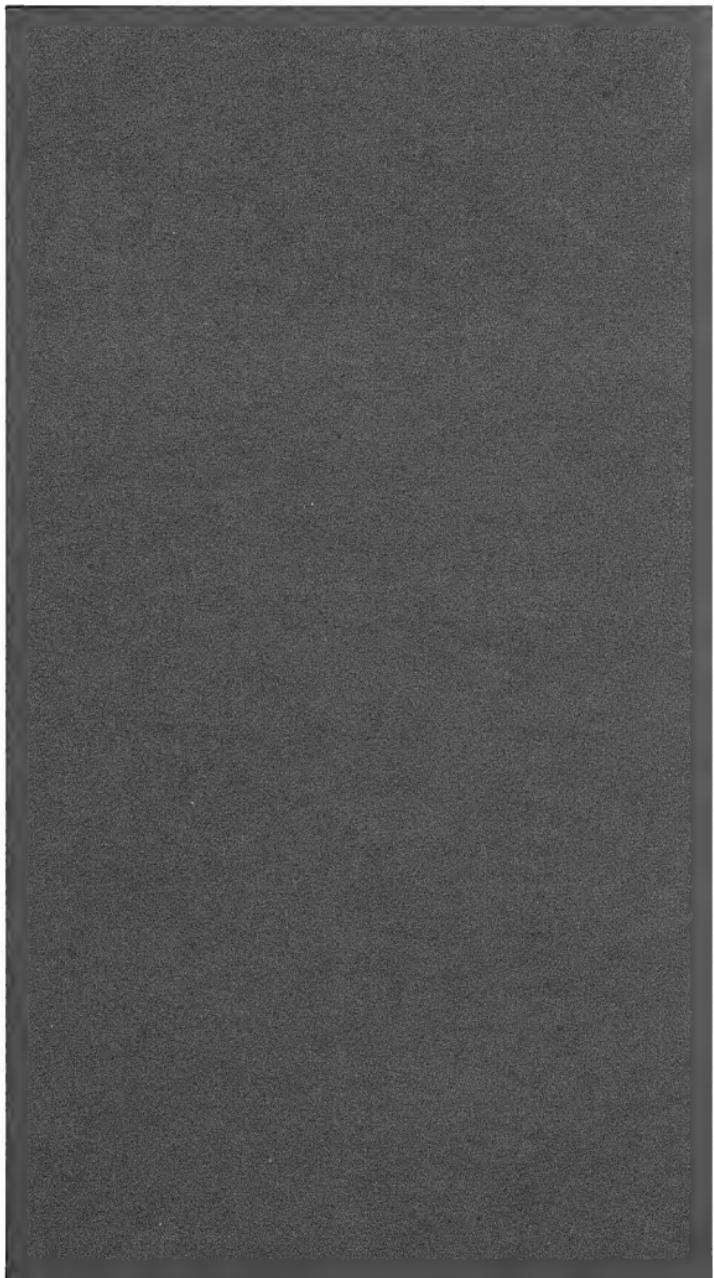


Standard
By-Laws
of the
Grand Chapter
Royal Arch
Masons of
Alberta



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By-Laws of the Chapter

WHEREAS judicious Laws and Regulations are necessary for the good government and prosperity of Royal Arch Chapters, the Grand Chapter of Royal Arch Masons of Alberta has promulgated the following By-laws for the use of Chapters in this Grand Jurisdiction:—

1. This Chapter shall be known as the

2. **Declaration.**—This Chapter acknowledges the supremacy of the Grand Chapter of Royal Arch Masons of Alberta and is governed by its Constitution and the following By-laws:
3. **Time of Meeting.**—The regular convocations of the Chapter shall be held on
at
the hour of 8 p.m. or at any other hour the Excellent First Principal may appoint, the time to be stated in the summons.
4. **Election of Officers.**—The officers of this Chapter shall be elected at the regular convoca-

tion in of each year and shall be installed and invested at the next regular convocation following such election. The Excellent First Principal shall then appoint Senior and Junior Sojourners, Masters of the Veils, and an Organist.

5. Members Eligible for Office.—The Scribe E shall, before the vote is taken, read out the names of Companions who, according to the Constitution, are eligible for the offices of First and Second Principal. Any Companion in good standing is eligible for the office of Third Principal.

6. Duties.—Scribe E.—The Scribe E shall issue all notices calling meetings, seven days previous to the time of holding; notify all candidates of their acceptance; keep a record of all proceedings proper to be written; prepare the returns for the Grand Chapter; receive all fees, dues and other monies payable to the Chapter; keep a correct account of the same and pay them over to the Treasurer, taking his receipt therefor; and at the Annual Convocation present a statement of the affairs of the Chapter.

7. Scribe N.—The Scribe N, in the absence of the Scribe E, shall perform the duties of that office and such other duties as may be required of him.

8. Treasurer.—The Treasurer shall receive all monies from the Scribe E; give receipts therefor; and deposit the same immediately in a chartered bank in the name of the Chapter; pay all orders by cheque drawn upon the bank and signed by the Ex. Z and himself; keep a book of accounts showing the receipts and expenditures, and have his books, accounts and vouchers ready for inspection whenever required by the Chapter. At the Annual Convocation he shall present a detailed statement of the receipts and expenditures, duly certified by the Auditors, and hand over all monies, papers, books and vouchers to his successor.

9. Duty of Janitor.—He shall prepare the hall and attend all convocations and meetings; take care of all clothing, ornaments and paraphernalia, for which he shall be paid a fee of

for each night's attendance.

10. Executive Committee.—The Executive Committee shall consist of the Ex. Principals H and J, Scribe E and Treasurer, and three members elected by the Chapter at the annual election of officers. The First Principal shall be *ex-officio* a member of all committees.

11. Auditors.—There shall be elected by open vote at the annual convocation, two Auditors, who shall be members of the Chapter, and whose duty it shall be to audit the books and accounts of the Treasurer and Scribe E, and report thereon in writing at the next regular convocation. The Excellent Z, Scribe E and Treasurer shall not be eligible for election to the office of Auditor.

12. Candidates for Exaltation.—Each application for exaltation shall be accompanied by a deposit of ten dollars (\$10.00) which, in the event of rejection, shall be returned to the applicant. Should any applicant who has been accepted for exaltation not attend for that purpose within twelve months after the date of election, he must again be regularly proposed and a fresh ballot taken, and his first deposit of ten dollars (\$10.00) shall be forfeited, unless the time is extended by a majority vote of the Chapter.

13. Depositing Mark.—Every candidate for exaltation shall, upon receiving the Mark Master's degree, be requested to deposit with the Scribe E his mark for registration in the Book of Marks. All marks must be in proper form composed of lines or combinations of lines, in the form of squares, angles, triangles or any combination of these, but must not take the

form of a crest or coat-of-arms as these latter are un-Masonic and prohibited.

14. Fees.—The fee for exaltation and preliminary degrees shall be which shall include an apron and sash, registration and Grand Chapter certificate; the balance of the fees shall be paid by the candidate at the time he presents himself for the degrees.

The affiliation fee shall be and one year's dues in advance, which shall accompany the application.

15. Ballot.— black balls shall exclude a candidate, but to prevent a mistake the Excellent First Principal may direct the ballot to be forthwith taken a second time, which ballot shall be final.

16. Dues.—The dues to be paid by each member shall be per year, payable half-yearly in advance on the first days of January and July in each year. Dues accrue from the date of receiving the Mark Master's degree, and for an affiliating member from the date of his election.

17. Arrears.—The Scribe E once during each half-year, on the notices calling a regular convocation, shall notify every member of the amount due by him to the Chapter.

Any Companion twelve months in arrears shall have his name read out in open Chapter, after which, a special summons to appear at the next regular convocation to show cause why he should not be suspended, together with a copy of this by-law, shall be sent to him and if said Companion shall not in the meantime have paid his arrears or offer such excuse as the Chapter may deem sufficient, he shall be suspended forthwith.

18. Withdrawal.—A Companion may resign his membership in the Chapter on paying his

longer than one year

dues in full and signifying such wish in writing to the Scribe E or personally in open Chapter, when a demit in form as authorized by Grand Chapter shall be granted him.

19. Re-Admission of Members.—Should any member who has been expelled or suspended for an indefinite period desire to be re-admitted, he may petition this Chapter for a recommendation to Grand Chapter that he may be restored; and if, at the next regular convocation, the Chapter, by a two-thirds vote by ballot concur, the petition shall be endorsed under seal and transmitted to the Grand Scribe E, to be presented to Grand Chapter.

Any member who has been suspended for non-payment of dues shall be immediately restored without ballot on payment of all arrears owing at the time of his suspension.

Any member who has been suspended for a definite term shall be restored to membership without ballot at the expiration of the term defined in his sentence.

20. Commutation of Dues.—Any member in good standing for five (5) years in this Chapter shall, on payment of the sum of twenty-five (\$25.00) and all arrears of dues to date of such payment, be henceforward exempt from payment of any further fees or dues, but shall continue during life a member of this Chapter, with full privileges subject only to Masonic censure and punishment for any offence other than non-payment of dues.

Any such member of not less than ten (10) years standing in this Chapter shall, on payment of twenty dollars (\$20.00) and all arrears, be entitled to the same privileges of life membership as are named in the first clause of this by-law, but subject to the same liabilities.

Any member of not less than fifteen (15) years standing in this Chapter shall, on payment of fifteen dollars (\$15.00) and all arrears, be

entitled to the same privileges of life membership as are named in the first clause of this by-law, but subject to the same liabilities.

Any member of not less than twenty (20) years' standing in this Chapter shall, on payment of ten dollars (\$10.00) and all arrears, be entitled to the same privileges of life membership as are named in the first clause of this by-law, but subject to the same liabilities.

Any member of not less than twenty-five (25) years' standing in this Chapter shall, on payment of five dollars (\$5.00) and all arrears, be entitled to the same privileges of life membership as are named in the first clause of this by-law, but subject to the same liabilities.

This Chapter shall not refund all or any part of any payment for life membership under any circumstances whatever.

Any Companion complying with the regulations governing life membership, as herein provided, shall be furnished with a certificate of standing by the Chapter, under its seal, and signed by the Excellent First Principal and Scribe E, and on payment of an additional sum of five dollars (\$5.00) he shall be entitled to a Grand Chapter certificate of life membership.

21. Order of Business.—

- (1) Reading and confirming minutes.
- (2) Reading correspondence.
- (3) Passing accounts.
- (4) Reports of executive committee.
- (5) Reports of general committees.
- (6) Receiving petitions.
- (7) Reports of committees on petitions.
- (8) Balloting for candidates.
- (9) General business.
- (10) Conferring degrees.

This order may be changed by the Excellent First Principal at any convocation, but for that convocation only, except as to "Balloting for candidates," which must not be advanced.

22. Rules of Order.—A Companion speaking on any subject shall rise and address the Excellent First Principal; and no Companion shall speak twice to the same question unless in explanation, or the mover of a resolution in reply. No question shall be entertained unless it be moved and seconded, and shall be put in writing, if required by the Excellent First Principal.

23. Majority of Votes.—All matters not otherwise provided for in the Constitution or these by-laws shall be decided by a majority of open votes, each Companion having one vote and the Excellent First Principal, besides his own vote, the casting vote in case of a tie.

Provided always that this cannot interfere with or supersede any ruling of the Excellent First Principal, from whose decision there is no appeal except to a higher authority.

24. Chapter Property.—An inventory of all property belonging to the Chapter shall be taken by the Scribes E and N prior to the election of officers and entered in the Minute Book.

The Excellent First Principal shall cause such property to be insured against fire.

25. Expenditure of Funds.—The funds of the Chapter shall be expended on motion carried by a majority of the members present. No extraordinary expenditure of any sum exceeding \$25.00 shall be made until notice of motion of such proposed expenditure shall have been given at the preceding regular convocation and printed in the summons calling the meeting at which such motion will be heard, provided, however, this shall not apply to any regular or ordinary expenditure for supplies or Grand Chapter dues or per capita tax.

26. Amending By-laws.—No alteration, addition or amendment shall be made to these

by-laws unless one month's notice of such alteration, addition or amendment shall have been previously given in writing and inserted in the summons for the next regular convocation, when it shall be subject to a two-thirds majority vote of the Companions then present.

I hereby certify that the above is a true copy of the Standard By-laws as prepared for the use of Chapters in this Grand Jurisdiction, under instructions issued by the Grand Chapter of Royal Arch Masons of Alberta, on March 13, 1918.

*J. E. JOHNSON.
Grand Scribe E.*

Adopted by.....Chapter No.....

.....19.....

*{ Seal of }Z.
{ Chapter }*

.....S.E.

TYLER'S OATH

I.....
do hereby and hereon solemnly and sincerely swear that I have been regularly exalted to the Supreme degree of the Holy Royal Arch, in a just and legally constituted Chapter of such; that I do not stand suspended or expelled, and I know of no reason why I should not hold Masonic communication with my Companions of..... Chapter.

